

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 11, 2016  
**CC:** All Departments



---

### Spring Newsletter Articles Due to Alison by April 25th

**Town Administrator:** This week included preparing several staff reports for the Select Board's meeting on Thursday. On Tuesday Department Heads met for their monthly meeting and all departments were represented except Development Services. Also on Tuesday I attended the Joint Loss Management Committee's (JLMC) quarterly meeting at the Public Safety Building. On Thursday the Select Board interviewed a candidate for the Town Planner position. At the regular Select Board meeting on Thursday the Board approved amendments to the Board's Rules of Procedures, and Policy #7-Complaint Regarding Performance of an Employee Policy. The Select Board will have a regular meeting on Thursday at 7 p.m. This Friday, I will be in Concord for a meeting and training. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Crews were called out at 6 p.m. on Monday to treat roads from the freezing temperatures and snow. Plows, wings and on-spots chains were removed from the trucks after the weather passed and several trucks received a cleaning inside and out. Truck #9 had a mud flap repaired, the grader was greased, a pipe for the leaf blower attachment was constructed, a serpentine belt replaced on truck #15, and an antifreeze leak was repaired on truck #6. Garbage was picked up on Shaker Jerry Rd left by the gate. Grading was done on Greene's Basin, Far Echo, Red Hill, Sibley and Old Red Hill Roads. Two tractor-trailer loads of woodchips were sold to the power supply company. Agent Kinmond reviewed a driveway permit, and the cul-de-sac on Melly Lane, due to a drainage issue, which resulted in a truck breaking through the pavement. Agent Kinmond communicated with the Town Engineer and contractor for the intersection projects due to the continued delay from the utilities.

**Facility & Grounds Division:** Regular weekly buildings checks and recyclables were done. Facility walkways were scraped and treated due to the weather received on Monday and Tuesday. Mowers were serviced for summer. The Playground has begun spring clean-up and summer preparation. Conduit was picked up and painted to match the Town Clerk's walls and to relocate the existing phone line that posed a safety hazard. At the PSB the hot water shut off valve was not working on the apparatus floor, resulting in the water zone being shut off and valve replaced.

**WMF Division:** This week we shipped out 2-MSW, 2-C&D, 1-clean wood (40 yd.) container and 1-shingle (40 yd.) container. The single stream project is coming along and is now waiting for the compactors to arrive hopefully by the 2nd week of April. A meeting will be held with the representative from Waste Management to explain their expectations of us with single stream. They are in the process of getting estimates for new tires for the loader. Agent Kinmond and the Resident Engineer discussed paving to be done at the facility due to the site work. He will be taking measurements and obtain quotes.

**Other Items to Report:** DPW Office Clerk Hoyt and JLMC member reports the following information discussed at the JLMC meeting on April 5<sup>th</sup>. Reviews of 2 accidents and 1 with injury were gone over with discussions on what may have caused them to occur and if and how it could be avoided in the future. Both were motor vehicle related and inclement winter weather was a contributing factor as well as both being on private roads which are not constructed nor maintained under the same guidelines as Town and state roads. It was discussed that a clearly written policy needs to be written and followed on proper procedures for tackling these roads i.e., 4 wheel drive utilized, slower speeds, and piggy backing sand/salt trucks (i.e. smaller truck leading the large trucks). Also a general reminder to all Town employees that it is the Town's policy to wear seat belts when operating Town equipment. It was decided to offer ground crew members that handle trash pickup at our public beaches and parks the option of receiving the HepB vaccine series as well as getting them safety gloves for such times that a needle could be encountered. Also Walter will be checking with Primex to see if they offer training in the area of proper handling and disposal of sharps that employees may unfortunately encounter.

**Moultonborough Police Department:** Nothing to report this week.

**Moultonborough Fire Department:** Year to date there has been 204 calls for emergency service. For the period of 4/1/16 to 4/7/16 there were 12 calls for service: (5) Medical Emergencies, (2) Lift Assists, (2) Unauthorized Burning calls, (1) Excessive heat with no ignition call, (1) False Fire Alarm, and (1) False Carbon Monoxide Alarm. Moultonborough Fire Rescue received assistance on one automatic aid call from Center Harbor and gave mutual aid assistance on one call to Tuftonboro.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:00 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 5:30 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 14:40 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

**Operations:** 4/4 Officer's meeting, 4/5 Chief Bengtson attended Joint Loss Management meeting, 4/5 Chief Bengtson attended LRMFA Executive Board meeting, 4/5 Chief Bengtson attended Department Head meeting with Town Administrator, 7 Fire permits issued, 2 Requests for information.

**Office of Development Services Planning:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Youth Softball began this past Saturday with clinics at MA Gym. Members from the MA Varsity Team were on hand to help at each station. Clinics will continue again this Saturday, April 16. The season officially opens on Saturday, April 30. MRD is offering the Safe Sitter® Training class on Tuesday, April 26, during the school vacation week. The class is for girls and boys ages 11-16. Adult Yoga is returning to the Recreation Department with certified instructor Sherry Wakefield. Classes will be held on Thursdays at 8:30 a.m. The first class is scheduled on April 21. There are still some openings for the Little Italy North End food tour, on May 10th.

**Important Dates to Remember**

**Board of Selectmen's Meeting, April 14, 2016, 7 PM**

**Board of Selectmen's Work Session & Joint BOS/School Board Com., April 21, 2016, 4 PM**

**Board of Selectmen's Meeting, April 28, 2016, 7 PM**

**\*Staff Meeting, Tuesday – May 3, 2016, 9:00 AM\***